

February 9, 2016

2:00 PM

Newport, Oregon

The City of Newport Airport Committee met on the above date in Conference Room A, Newport City Hall. In attendance were: Committee chair Jeff Bertuleit, committee members Ralph Grutmacher, Susan Reese-Painter, and Mark Watkins. Committee member Ken Brown was not able to attend. Also in attendance were: City Manager Spencer Nebel, City Recorder Peggy Hawker, City Attorney Steve Rich, City Council liaison Ralph Busby, Airport staff Lance Vanderbeck, and Committee staff Bob Fuller (Public Works). Additionally, representatives of the three RFP responders were present to discuss their respective proposals (Agenda Item 4.A.).

1. The meeting was called to order by committee chair Jeff Bertuleit at 2:00 PM.
2. Roll Call
3. Approval of Minutes: Motion was made and seconded to approve the draft minutes from the January 12, 2016 meeting. The motion passed on a unanimous voice vote.
4. Discussion/Action Items
  - a. Review and discuss RFP documents: City Manager Nebel provided a background summary of the RFP process, noting there were three responders. He reviewed the memo that is included in the meeting packet. He advised the committee can reject the proposals or move forward with the RFP process.
    - i. Individual presentations were made by Eric Mercado of Aviation Career Services, Michael Hodges of ABS Aviation, and Tony Hahn of Infinite Air Center. The complete proposal documents can be found in the meeting packet. (At 3:35 PM, Watkins had to leave the meeting per his earlier notification).
    - ii. Following the presentations, the presenters left the meeting and a discussion ensued regarding the proposals. Busby had earlier commented that the proposals didn't really appear responsive to the RFP. Reese-Painter said she was concerned that all the proposals want monies in excess of what the City pays for the airport already. She said additional financials from the proposers might provide more detail and rationale. Grutmacher advised in his opinion none of the proposals hit the mark, and he would not recommend anyone

at this point. Bertuleit said he would like committee members Watkins and Brown to have input; however, he said he did not see any advantage to a private operator at this time. He noted if the City keeps the operation, there might be a need for additional personnel to build a business model.

- iii. The committee agreed to a follow-up meeting to be held Friday, Feb. 26<sup>th</sup> at 3 PM, with the responders providing more details, especially regarding financials. Reese-Painter noted it might be advisable to winnow it down to two submitters. Nebel said he would advise the respondents of the next procedural step.

b. Potential Acquisition of Property at South End of Airport

- i. Community Development Director Derrick Tokos briefed the committee on the possibility of the City purchasing two 25-acre properties, at the south end of the airport with FAA funds (refer to map in meeting packet). Both owners are willing to sell. He advised \$450,000 has been earmarked by the FAA for Airport Improvement Funds that can be used for this purpose. The City's match would be \$50,000 from FY 16-17 budget. It was noted these funds can be used for other airport improvement projects as well. Nebel requested Vanderbeck develop a list of other potential projects that may be eligible for the funds. Vanderbeck will present this at the Feb. 26<sup>th</sup> meeting noted above.

- 5. Operations report is included in packet; time did not allow for presentation and discussion.
- 6. Committee comments: None
- 7. Public comments: None
- 8. Adjourned at 5:45 PM.